

PERSONNEL AND TRAINING BUREAU

NOTICE

12.1.1

April 1, 2014

TO: All Commanding Officers

FROM: Commanding Officer, Personnel and Training Bureau


SUBJECT: LEARNING MANAGEMENT SYSTEM (LMS)


Effective April 1, 2014, all Training Coordinators and Course Coordinators will be responsible for entering **ALL** course rosters into LMS, including Peace Officer Standards and Training (POST) course rosters. As per Administrative Order No. 7, dated April 29, 2010, it is already a Training Coordinator's responsibility to ensure the completion of training record keeping in the LMS. However, due to the complexity and limited access of the old LMS, the POST Liaison Unit was tasked with entering the POST course rosters into LMS. The new LMS is a user friendly system with built in assignments for the Training Coordinators and Course Coordinators. Furthermore, allowing the coordinators to enter ALL course rosters eliminates the possibilities of losing course rosters in the mail and allows the rosters to be entered in a timely manner.

Currently, the Training Coordination Unit has a list of the current Area Training Coordinators. However, we need to identify the coordinators who are responsible for coordinating POST courses. Please identify **ALL** Course Coordinators from your division and submit their contact information to postliaison@lapd.lacity.org by March 28, 2014. Once a list is prepared, the coordinators will be contacted to attend LMS training.

Should you have questions concerning this matter, please contact Leonor Gardere, Officer in Charge, POST Liaison Unit, Police Training and Education, at (213) 486-0798.

APPROVED:


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